



CALIFORNIA STATE TREASURER'S OFFICE

JOB OPPORTUNITY

Multiple Positions: Junior Staff Analyst, Assistant Treasury Program Officer or Associate Treasury Program Officer

Position No: JSA level: 820-505/540-5156-001/003
Asst TPO level: 820-540-4237-001
Assoc TPO level: 820-510-4223-005/(4223-515-005)/(4223-515-007)
(include this number on your application or resume)

Location: Public Finance Division, 915 Capitol Mall, Room 272, Sacramento, CA 95814

Final Filing Date: Until Filled

Contact/Telephone: Judy Hansen, (916) 653-3100

Salary Range: \$2632 - \$3465 JSA
\$3418 - \$4155 Asst TPO
\$4111 - \$4997 Assoc TPO

Tenure/Time Base: Permanent/Full-time

Who may apply:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, Assistant Treasury Program Officer, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.)

If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam.

If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

Scope of the Position: Under the general supervision of the Assistant Manager, this position provides analytical and technical work associated with loans or the sale of bonds and performs other financial work. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

Candidates perform the following essential functions:

- Reviews documents associated with the interim, short-term and long-term financings
- Attends group working sessions
- Coordinates with members of the financing team to timely complete the sale
- Coordinates with other State agencies to obtain information
- Prepares paperwork to comply with agreements and disclosure requirements
- Enters and reconciles financial information in the debt management systems
- Prepares notices of redemptions, credit rating changes, etc.
- Establishes accounts and monitors balances
- Prepares financial information related to debt, payments, etc.
- Provides technical support for special projects
- Analyzes legislation

Desirable Qualifications:

- Finance, accounting, budgeting or other financial experience
- Strong analytical and communication skills
- Ability to learn financial transactions, show initiative and take on increasing responsibilities
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access)

Only the most qualified applicants will be considered

How to apply: Submit a standard State application form (resume may be attached) to:

Judy Hansen, Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

Conditions of Employment: Fingerprinting and Background Check are required.

If you have any questions, please call:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.